

STANDARD FORM NO. 64

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 2 October 1956

FROM : Chief, Visual Aids Staff

SUBJECT: Weekly Activities Report
26 September through 2 October 1956

I. Progress on Training Aids

- A. Intelligence School, Office of the Chief
 - 1. Compiling a Visual Aids Brochure
- B. Intelligence B.1
 - 1. Organizational chart for "menu-board" in progress
- C. Intelligence B.3
 - 1. Layouts for OCR Graphics Register near completion
 - 2. Two OCR organization charts, "Chain of Command," in progress
- D. Language and Area Training
 - 1. One chart, "Development of an Area Specialist," in progress
- E. Plans and Policy Staff/OTR
 - 1. Three course schedules in progress
- F. OTR Security Officer
 - 1. Three slogans to be lettered and framed. One completed.

II. Training Aids Completed During Week

- A. Intelligence B.1
 - 1. One organization chart of the Agency in French
- B. Intelligence B.3
 - 1. Six charts to be used in Intelligence Orientation
- C. Intelligence B.4
 - 1. Seven color view graph charts
- D. International Communism I.2
 - 1. Five name plates
- E. Language and Area Training
 - 1. Four maps of the Middle East

25 YEAR RE-REVIEW

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F. Film Production Branch/OTR

1. One window sign and one door sign to be used in film

G. Office of Logistics

1. One hundred eighty-five miniature office chairs



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